

**Application for Body Corporate Committee Approval  
HERMITAGE GARDENS – THE GRANGE CTS 26995**

The Secretary  
Body Corporate for Hermitage Gardens – The Grange CTS 26995  
C/- S.M.G.  
PO Box 297  
Fortitude Valley QLD 4006

Office 07 3267 1888

Email ellab@stratamg.com.au

Applicant details:	Owner <input type="checkbox"/>	Letting Agent <input type="checkbox"/>
Unit/Lot Number:		
Date		

Application for:

- ☐ Installation of Air Conditioning Unit (please indicate type and size of unit/s to be installed and where unit/s is/are to be positioned – sketch to be provided)
- ☐ Installation for Pergola/Patio (please indicate: type and dimensions of structure, construction materials and sketch detailing where structure is proposed to be constructed)
- ☐ Installation of Exterior Blinds &/or Awnings (fixed to building), please indicate: manufacturer's details/brochures/photos and sketch required)
- ☐ Other (specify in detail if applicable the following manufacturer's details/brochures/photos and sketches)

Please complete attached details page and attach the above documentation and any other relevant documentation applicable to your application, including clearly marked diagrams where applicable, and submit to the above address in order for the body corporate committee to formally consider your request at the next scheduled meeting of the Building Improvements Sub Committee (who meet monthly at a date to be advised).

Alternatively, should you wish your application to be approved prior to the next scheduled meeting, a 'Voting outside Committee Meeting ' notice (VOC) will need to be prepared to consider your application. A VOC is simply a decision of the Committee made outside a properly convened meeting and requires notice of the motion the committee will be voting on followed by subsequent minutes to be issued to all owners in order to comply with the Body Corporate and Community Management Act and Regulations.

**PLEASE NOTE:** A VOC is charged to the applicant as a base cost of \$110.00 including GST plus disbursements (ie envelopes, stamps, paper). Should you wish to have your application considered by this means please sign acknowledgement and return to our office and we will then provide you with an invoice of total cost. Full payment is required prior to distribution.

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*Should an owner undertake an installation/improvement without first obtaining Body Corporate approval, the Committee reserves the right to issue a Notice of Continuing Contravention and refer the matter to the Office of the Commissioner for Body Corporate and Community Management, which may result in an Order requiring the common property and/or lot to be reinstated to its former position.*

*Please do not commence works or action the above request until your application has been approved by the Committee and written notice of the approval is issued. The Body Corporate Committee reserves the right to decline approval, call for further information or provide approval, subject to specific conditions.*

*Insert file path –MTG DATE KNOWN*

Name of Body Corporate: \_\_\_\_\_

Lot No. and Name: \_\_\_\_\_

Subject Of Application: \_\_\_\_\_

Details Of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

I authorize this application to be submitted by way of a Voting Outside of Committee Meeting and acknowledgement that costs will be payable by myself and attach full payment of VOC costs by way of Cheque, Money Order or proof of bank deposit to Strata Vision Pty Ltd account.

Signed:\_\_\_\_\_

Contact: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

*Insert file path-MTG DATE KNOWN*